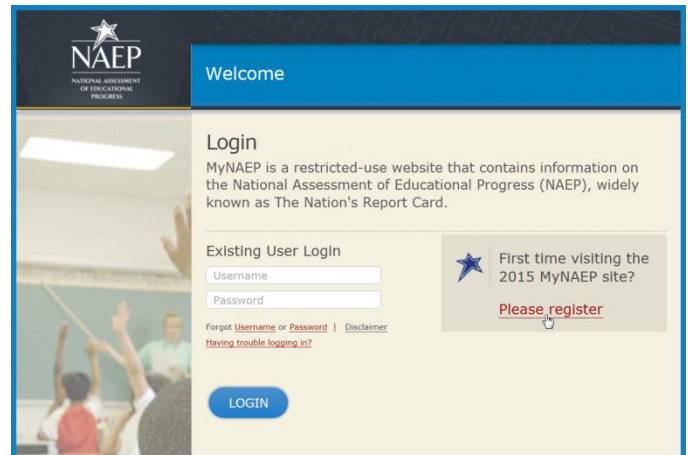


MyNAEP Registration Instructions

Figure 1

1. Go to <https://www.mynaep.com> and select the **Please register** link.



Welcome

Login

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as The Nation's Report Card.

Existing User Login

Username

Password

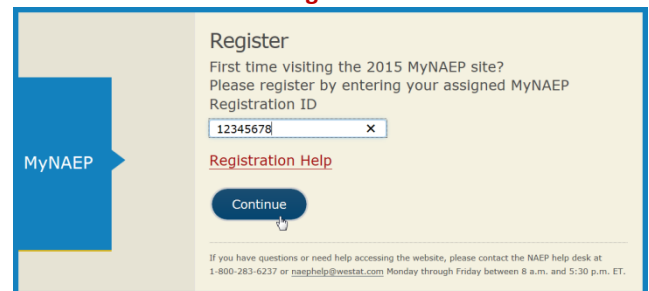
[Forgot Username or Password](#) | [Disclaimer](#)
[Having trouble logging in?](#)

[Please register](#)

LOGIN

Figure 2

2. Enter your registration ID (XXXXXXX) and select **Continue**.



Register

First time visiting the 2015 MyNAEP site?
Please register by entering your assigned MyNAEP Registration ID

Registration ID

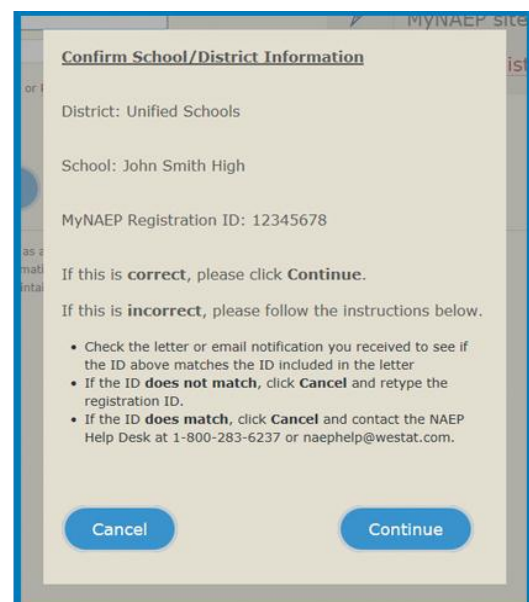
[Registration Help](#)

Continue

If you have questions or need help accessing the website, please contact the NAEP help desk at 1-800-283-6237 or naephelp@westat.com Monday through Friday between 8 a.m. and 5:30 p.m. ET.

Figure 3

3. A confirmation window will appear to ensure that you are registering for the correct school or district. Select **Continue** if the information is correct. If the information is incorrect, follow the instructions in the window and select **Cancel**.



Confirm School/District Information

District: Unified Schools

School: John Smith High

MyNAEP Registration ID: 12345678

If this is **correct**, please click **Continue**.

If this is **incorrect**, please follow the instructions below.

- Check the letter or email notification you received to see if the ID above matches the ID included in the letter
- If the ID **does not match**, click **Cancel** and retype the registration ID.
- If the ID **does match**, click **Cancel** and contact the NAEP Help Desk at 1-800-283-6237 or naephelp@westat.com.

Cancel Continue

4. Select your job title and your assigned role for the NAEP assessment. If you are the designated NAEP coordinator at your school, make sure to select School Coordinator for the assigned role (see **Figure 4**).

Figure 4

MyNAEP Registration

Please select your title at **John Smith High School**.

- ☐ Principal
- ☐ Assistant Principal
- ☒ Teacher
- ☐ Guidance Counselor
- ☐ Administrative Assistant
- ☐ Other

What is your assigned role for the NAEP assessment?

- ☒ School Coordinator (organize all assessment activities)
- ☐ Students with Disabilities (SD) and/or English Language Learner (ELL) Specialist
- ☐ Student Data Specialist
- ☐ Leadership (school administrator)
- ☐ No assigned role, just interested in NAEP activities

Exit **Continue**

5. The registration form will appear. Enter your name, phone number, and email address (see **Figure 5**).
6. Create your own password **using the following criteria** (see **Figure 5**).
 - a. Must have 8-14 characters
 - b. Needs **at least one of each**:
 - i. uppercase letter
 - ii. lowercase letter
 - iii. numerical digit
 - iv. special character

Sample password: KnightsR#1
7. **Make sure to remember your password** – write it down if necessary. Select **Register** (see **Figure 5**).

Figure 5

MyNAEP Registration

District: Unified Schools
 School Name: John Smith High School
 MyNAEP Registration ID: 12345678

First Name: Last Name:

Telephone: (XXX) XXX-XXXX Extension:

Email: Confirm Email Address:

Create your own password using the following criteria:

- Must have 8-14 characters
- Must have **all of the following**:
 - Uppercase letter
 - Lowercase letter
 - Numerical digit
 - Special character (*!,~%@\$%?^+=&)

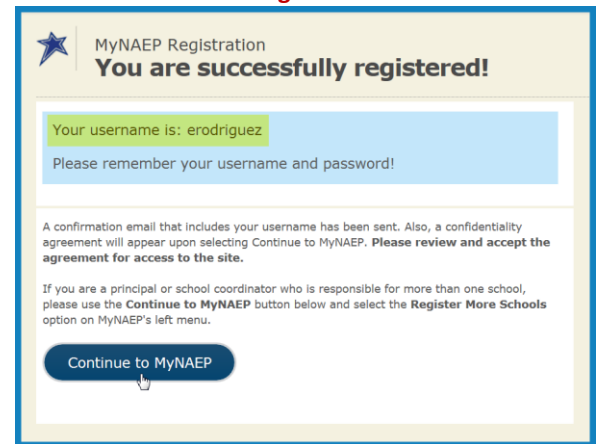
Sample password: KnightsR#1

Password: Confirm Password:

Register

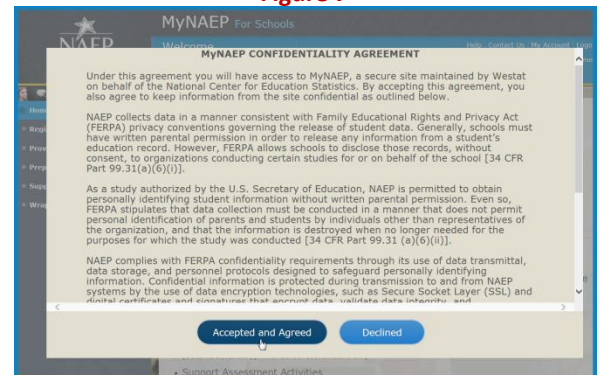
8. Write down your assigned username. You will need your username **and** password to access MyNAEP throughout the year. Select **Continue to MyNAEP**.

Figure 6



9. All school personnel that register for MyNAEP must accept a confidentiality agreement. The confidentiality agreement will appear in a new window, please review and accept the agreement to access the site.
- Multiple people from your school or district may register for MyNAEP by using the same registration ID.
 - District registrants will automatically be able to view the MyNAEP page for each selected school by **using a drop-down menu in the blue banner**.
 - If you are a principal or school coordinator who is responsible for more than one school, select **Register More Schools** from MyNAEP's left menu and enter the additional registration ID(s), one at a time.

Figure 7



10. Select **Provide School Information** from the left hand menu. Use the links to enter your school's contact and characteristics information, including your school's name, address, and the number of students enrolled in the selected grade.

Figure 8

